



## Travel & Events Manager – Job Description

<b>Travel</b>	Travel & Events Manager
<b>Reporting To</b>	Operations Director
<b>Job Type</b>	Full Time
<b>Job Responsibilities:</b>	
<b><u>Clients &amp; Vendors Management:</u></b>	
<ul style="list-style-type: none"><li>● Collaborate with internal departments to facilitate client needs fulfillment.</li><li>● Resolve complaints and prevent additional issues by improving processes.</li><li>● Develop and sustain solid relationships with key venues and vendors.</li><li>● Responsible for securing retreats and events venues through long term and short-term contracts.</li><li>● Ensure all vendor's quality &amp; punctuality.</li><li>● Update the vendor list (Ex. Transportation companies, Tourism companies).</li><li>● Responsible for updating the inventory and tracking the in and out.</li><li>● Responsible for all negotiations with vendors &amp; suppliers.</li></ul>	
<b><u>Travel Management:</u></b>	
<ul style="list-style-type: none"><li>● Scout new places around Egypt to have diversity in camps locations.</li><li>● Ready to manage last-minute bookings at different times.</li><li>● Having experience in daily tours, multi-day tours &amp; full packages</li><li>● Consult clients on appropriate destinations, methods of transportation, venue facilities, and hotel activities.</li><li>● Providing exceptional Customer Service - Making sure clients are thrilled with our services from start to finish, no matter what it takes.</li></ul>	
<b><u>Event Management:</u></b>	
<ul style="list-style-type: none"><li>● Plan events from start to finish according to requirements, target audience and objectives.</li><li>● Come up with suggestions to enhance the event's success.</li><li>● Prepare budgets and ensure adherence.</li><li>● Ensure events are completed smoothly and step up to resolve any problems that might occur.</li><li>● Analyze the event's success and prepare reports.</li><li>● Organize facilities for car parking, traffic control, security, first aid, hospitality and the media.</li><li>● Sourcing all logistics (printings, giveaways, tools. Etc) needed for El Rehla activities.</li><li>● Submit all needed reports to the management.</li></ul>	
<b><u>Retreat Management:</u></b>	
<ul style="list-style-type: none"><li>● Coordinate with the content team the agenda for each camp and make sure to convey the needed requirements to the logistics coordinators when needed.</li><li>● Responsible for Logistics Pre, During and After the retreats</li><li>● Committing to the timeline for the tasks responsible about.</li><li>● Handle assigned camp logistics budgets in an efficient way.</li><li>● Manage venue negotiations to get the best deals.</li></ul>	



<ul style="list-style-type: none"> <li>● Handle all means of transportation (Bus, Air, train,...) for the assigned retreats and events.</li> </ul>	
<p><b>Team Management:</b></p> <ul style="list-style-type: none"> <li>● Build the capacity, manage and train the logistics team</li> <li>● Monitor and evaluate the performance of the logistics team.</li> <li>● Set the logistics camp plan and assign tasks to the logistics team in terms of transportation, printing, logistics, venue setup, rooming, cleanliness, etc.</li> </ul>	
<p><b>Financials &amp; Legalities:</b></p> <ul style="list-style-type: none"> <li>● Ensure financial settlements are finalized in a timely manner.</li> <li>● Abide by the company procurement policies</li> <li>● Handle the need legal requirement by the authorities</li> </ul>	
<p><b>Required Competencies:</b></p> <ul style="list-style-type: none"> <li>● <b>Ownership &amp; Commitment:</b> The willingness to put the organization's goals as a priority and achieve excellence by taking personal responsibility for the quality and timeliness of work commitments.</li> <li>● <b>Agility:</b> Demonstrating positive attitude and quickly adapting one's approach to changes in business environment, processes and structure.</li> <li>● <b>Client Focus:</b> Focusing on achieving results consistent with the organization's objectives and resolving problems to accomplish tasks smoothly.</li> <li>● <b>Planning &amp; Coordination:</b> Proactively planning, establishing priorities, allocating resources, implementing and communicating plans and monitoring and adjusting work to accomplish goals.</li> <li>● <b>Team Building:</b> Building capable, diverse and cohesive teams as well as driving their performance by encouraging participation and sharing of ideas that align with the organization's strategy and goals.</li> </ul>	
<p><b>Job Requirements:</b></p> <ul style="list-style-type: none"> <li>● Education: Bachelor Degree (preferable in Business Administration, Logistics, Supply Chain, or relevant field).</li> <li>● Experience: 3-5 year of experience.</li> <li>● Proven working experience in tourism and/or events management.</li> <li>● Experience in the startup ecosystem in Egypt is preferred.</li> </ul>	
<b>Working Hours</b>	8 hours/day – 22 day
<b>Environmental Conditions:</b>	40% Indoor – 60% Outdoor
<b>Location</b>	El Rehla Office – DownTown